

**MONTGOMERY COUNTY SUBDIVISION ORDINANCE  
FAMILY SUBDIVISION CHECKLIST**

Subdivision      Name: \_\_\_\_\_  
                         Plat Date: \_\_\_\_\_  
                         Job No.: \_\_\_\_\_

Subdivider        Name: \_\_\_\_\_  
                         Company: \_\_\_\_\_  
                         Contact Information: \_\_\_\_\_

Surveyor/  
Engineer          Name: \_\_\_\_\_  
                         License No.: \_\_\_\_\_  
                         Company: \_\_\_\_\_  
                         Contact Information: \_\_\_\_\_

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**General:**

- \_\_\_ Prepared by Virginia certified professional engineer or land surveyor
- \_\_\_ Remainder parcel also surveyed (if less than 35 acres) –Section 8-111 and 8-171(c)
- \_\_\_ Location of existing and proposed monuments shown
- \_\_\_ Location of existing dwellings and their drain fields and reserve areas shown
- \_\_\_ Location of any grave, object or structure marking a place of burial shown
- \_\_\_ Location of existing culverts, drains and watercourses, and sinkholes shown

**Plat Features:**

- \_\_\_ Note and title bar identify as “Family Subdivision”
- \_\_\_ Note identifying name and address of legal owner(s)
- \_\_\_ Note identifying tax parcel map number and parcel ID number
- \_\_\_ Note identifying zoning district
- \_\_\_ Reference Special Use Permit, Rezoning (Proffered Conditions), or Variance (if applicable)
- \_\_\_ Reference Agricultural and Forestal District Information (if applicable)-Section 8-173(19) and 8-174(11)
- \_\_\_ Reference Conservation Easement Information (if applicable) –Section 8-173(20) and 8-174(13)
- \_\_\_ Reference Dam Inundation Zone (notation shall be placed on plats, if applicable)-Section 8-173(21) and 8-174(13)
- \_\_\_ Location of all known drainage easements, utility easements, sewer lines, water lines, gas lines, power lines, manholes, or fire hydrants-Section 8-173(22) and 8-174(13)
- \_\_\_ Note giving total area subdivided
- \_\_\_ Areas of dedicated right-of-way shown (if applicable)
- \_\_\_ North arrow with source of meridian shown
- \_\_\_ Date of drawing and graphic scale shown
- \_\_\_ Vicinity map shown
- \_\_\_ Names of adjoining property owners and parcel ID numbers shown
- \_\_\_ If remainder not surveyed (over 35 acres), then show sketch map of the entire property to be subdivided with sufficient detail to verify the following-Section 8-171(c)1-5
  - a. That the remainder meets minimum road frontages requirements for the zoning district;
  - b. The approximate acreage of the remainder parcel;
  - c. The delineation of any known existing and proposed easements and rights-of-way;

- d. The location of known existing septic drain fields and reserve areas and private well locations, located by a licensed surveyor;
- e. The location of existing buildings within 50 feet of any new boundary line.

**Lot design and arrangement:**

- ☐ Acreage and dimensions of each lot shown
- ☐ Meet minimum lot size for zoning district
- ☐ Meet maximum length/width ratio for zoning district (if lot less than 20 acres)
- ☐ Meet minimum lot frontage on a public street for zoning district, or
- ☐ Exception for lots served by 20' minimum right-of-way connecting to a public street
- ☐ Provide deed/plat reference and right-of-way widths for all existing right-of-ways used to connect to a public street
- ☐ Provide private access easement note
- ☐ Lot assignment table shown (if A-1 or C-1 districts) and completed correctly
- ☐ Access to existing streets minimized
- ☐ Meet minimum setbacks for any existing structures

**Floodplains:**

- ☐ Note identifying flood zone and applicable Flood Insurance Rate Map
- ☐ Location of HUD/FEMA designated 100-year flood plain and base flood elevations shown
- ☐ Location of approximated 100-year flood plains shown, and
- ☐ Base flood elevations calculated (if 5+ lots or 50+ acres)

**Water:**

- ☐ Public water (required if within 200 feet of an existing water line)
  - ☐ Note that all lots served by public water
  - ☐ Location of easements from lots to existing water line (15' minimum width) shown
  - ☐ Fire hydrants meeting section 8-154 criteria shown
  - ☐ Town/PSA Subdivision Approval Letter (documentation)
- OR
- ☐ Proposed well locations shown

**Sewer:**

- ☐ Public sewer (required if within 200' of an existing sewer line)
  - ☐ Note that all lots served by public sewer
  - ☐ Location of easements from lots to existing sewer line (15' minimum width) shown
  - ☐ Town/PSA Subdivision Approval Letter (documentation)
- OR
- ☐ VDH approval for each individual lot (unless exempted by 8-153b)
  - ☐ VDH septic system permit numbers for each lot shown
  - ☐ Location of VDH approved drain fields and reserve areas for each lot shown
  - ☐ Location of any drain field/reserve area easements on adjoining properties shown
- OR
- ☐ Private soil evaluations for each individual lot (unless exempted by 8-153b)
  - ☐ VDH Subdivision Approval Statement for use with private soil evaluations
  - ☐ VDH Subdivision Approval Letter (documentation) for private soil evaluations
  - ☐ Location of approved drain fields and reserve areas for each lot shown

\_\_\_ Location of any drain field/reserve area easements on adjoining properties shown

**Streets:**

\_\_\_ Existing street names, route numbers and right-of-way width shown

\_\_\_ Lots abut streets meeting VDOT right-of-way standards (Additional right-of-way dedicated if lots abut streets with less than 50' rights-of-way)

\_\_\_ VDOT Subdivision Approval for entrances (signature line)

**Public Utility and Drainage Easements:**

\_\_\_ Location of public utility easements (15' minimum width) shown

\_\_\_ Location of drainage easements (15' minimum width) shown

\_\_\_ Note that all utilities shall be installed underground (if 4+ lots)

**Plat Statements:**

\_\_\_ Owner's Statement signed by all property owners

\_\_\_ Include family subdivision certification with relationship

\_\_\_ Include dedication to Montgomery County (if new public right-of-way or easements)

\_\_\_ Notary's Statement for owner's signature

\_\_\_ Conforming statement signed by surveyor/engineer

\_\_\_ Source of Title signed by surveyor/engineer

\_\_\_ Seal of surveyor signed by surveyor/engineer

\_\_\_ AFD Statement (if applicable)

\_\_\_ VDOT Statement (if applicable)

\_\_\_ VDH Statement (if applicable)

\_\_\_ Approving Statement to be signed by Subdivision Agent

\_\_\_ Approving Statement to be signed by Subdivision Agent

\_\_\_ Family Subdivision Affidavit(s) (Grantor and Grantee)

\_\_\_ Copy of draft deed stating familial relationship of grantor and grantee

**Plat Review Fee Paid:**

\_\_\_ \$ \_\_\_\_\_ Date \_\_\_\_\_

**For additional information contact:**

**Montgomery Co. Planning & GIS Services**

**755 Roanoke Street, Suite 2A**

**Christiansburg, VA 24073**

**Phone: 540-394-2148 Fax: 540-381-8897**

**Email: [macleanjr@montgomerycountyva.gov](mailto:macleanjr@montgomerycountyva.gov)**

**[www.montva.com](http://www.montva.com)**

*This sheet is intended to only be a guide for subdivision regulations. Please see the Montgomery County Code for the specific regulations. The full texts of the zoning and subdivision ordinances are available at the Planning Department Webpage or at [www.municode.com](http://www.municode.com).*

8-May-12